

Oklahoma Abstractors Board
UNIFORM FINAL TITLE REPORT FOR ISSUANCE OF TITLE INSURANCE
[Reference: O.A.C. 5:11-3-9(5), 5:11-5-3(e) and 365:20-3-3(b)(2)]

The undersigned is a licensed and bonded abstractor under a Certificate of Authority in and for [County] County, and hereby certifies to the following:

1. RECORDS CERTIFIED from _____ at _____.m. through _____ at _____.m.
2. LEGAL DESCRIPTION:
3. NAMES SEARCHED:
4. JUDGMENTS, LIENS, PENDING COURT PROCEEDINGS:
5. INSTRUMENTS RECORDED since the first date referenced above:

Instrument: Date Filed: Recording Information:

6. AD VALOREM TAXES (including personal property taxes and special assessments, if applicable):

This Final Title Report is prepared after a final title search has been conducted of the records and indexes of the undersigned Certificate of Authority in accordance with the requirements of the rules of the Oklahoma Abstractors Board O.A.C. 5:11-3-9(5), 5:11-5-3(e) and the Oklahoma Insurance Department O.A.C. 365:20-3-3(b)(2) for the sole purpose of issuance of title insurance policies covering the real property described herein.

Dated this _____ day of _____, _____

[NAME OF CERTIFICATE OF AUTHORITY]

By: _____

[Entity Officer]

OAB Certificate of Authority # _____

By: _____

Abstractor, License # _____

Instructions for use of OAB Form No. 021
Uniform Final Title Report for Issuance of Title Insurance

Approval has been given for the Oklahoma Abstractors Board for OAB Form 021 which shall be used by all holders of a Certificate of Authority. This form shall be used for the issuance of title insurance and is in reference: O.A.C. 5:11-3-9(5), 5:11-5-3(e) and 365:20-3-3(b)(2).

1. **RECORDS CERTIFIED.** A Certificate of Authority holder for the county in which the property is located must clearly state the date search begins and the date searched through. Records must be searched through the filing of the instruments the title insurance policy is to be issued.
2. **LEGAL DESCRIPTION.** An Abstractor must clearly state the legal description that is covered by the Final Title Report. The legal description must be set forth in full in one of the following manner:
 - A. In paragraph 2 of the Final Title Report; or
 - B. As an Exhibit, with reference in paragraph 2 of the Final Title Report “See Exhibit 1 for Complete Legal Description”.
 - C. If the abstract company preparing the Final Title Report is the company that has performed the abstracting prior to the issuance of the Final Title Report, then reference to the legal description can be made by referencing the number of the Abstract and the number on the Uniform Abstract Certificate certified. Example: “Legal Description described on Abstract #____ and Uniform Abstract Certificate #____.” If the number of the Abstract is the same as the Uniform Abstract Certificate, you only need to show the Abstract number.
3. **NAMES SEARCHED.** An Abstractor shall clearly state all of the parties’ names in which title has been vested since the last date of the abstract certification to the certification date of issuance of the Final Title Report.
4. **JUDGMENTS, LIENS, PENDING COURT PROCEEDINGS.** An Abstractor must clearly state any judgments, liens or pending court proceedings that pertain to names that were searched in Paragraph 3 or to the legal description described in Paragraph 2 of the Final Title Report.
5. **INSTRUMENTS RECORDED.** An Abstractor must clearly state all instruments that have been recorded in the County Clerk’s office during the time period as stated in Paragraph 1. Copies of instruments shall be attached. A description of the instruments, including the type of instrument, date filed and recording information must be included on the Final Title Report form.
6. **AD VALOREM TAXES.** An Abstractor must clearly state the status of the records of the County Treasurer, including any new ad valorem or personal taxes that have become due and payable during the period stated in Paragraph 1.

7. **DATE OF ISSUANCE.** An Abstractor must clearly state the date the Final Title Report is being signed.
8. **CERTIFICATE OF AUTHORITY.** If the Holder of the Certificate of Authority is an entity, the Uniform Final Title Report should be executed in the following manner, denoting the Certificate of Authority number:
 - A. If the Holder is a corporation, the Final Title Report must be executed by a president or vice president on behalf of the corporation.
 - B. If the Holder is a limited liability company, the Final Title Report must be executed by a Member or Manager on behalf of the LLC.
 - C. If the Holder is an Individual, the Final Title Report must be signed by the Holder.
9. **SIGNATURE OF ABTRACTOR.** The licensed Abstractor responsible for the certification of the Uniform Final Title Report must sign the Final Title Report, denoting the individual Abstractor's license number.

If the licensed Abstractor is also the corporate officer of the corporation or the member or manager of the LLC executing the Uniform Final Title Report, then only one signature is required. In this instance, the following signature block should be used:

(Name of Certificate of Authority)

By: _____

(Entity Officer)

OAB Certificate of Authority# _____

Abstractor License # _____